

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee: P. Wills #205

F.T.O.: N. Ellsberry #231

Date: 01-20-03

Page 01 of 01

Narrative: Give a brief description of training conducted today and outcome.

On 11-02-03 FTO Nathan Ellsberry #231 was posted as A-floor officer. Trainee Preston Wills #205 was posted as Medical Watch officer. Trainee Wills completed the fifth and sixth phases of training. Trainee Wills completed the practice phase of training and successfully answered all questions during the proficiency test given by FTO Ellsberry. Trainee Wills is hereby certified to work the position of Medical Watch officer.

P. Wills #205 02-23-04
Trainee's Signature Date

N. R. Ellsberry #231
F.T.O.'s Signature

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee T. Wills #205

FTO N. Ellsberry #231

Date 7-29-03

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Narrative: Give a brief description of training conducted today and outcome.

On 7-29-03 FTO Ellsberry was posted as C-Floor Officer. Trainee Wills was posted as Medical Watch officer. Trainee Wills #205 completed the first phase of training. Trainee Wills read and signed the task document. Trainee Wills did not have any questions or concerns throughout the day.

T. P. Wills 205
Trainee's Signature

N. Ellsberry #231
FTO's Signature

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee Wills, Tomas # 205

FTO Mingo # 330

Date 12/12/02

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Narrative: Give a brief description of training conducted today and outcome.

Deputy Wills was trained D/F medical watch duties.
Trainee maintain Paper work on medical, suicide, and
lockdown watches. Trainee also was instructed to make
rounds within the section to check on health and well being
of all inmates, and to check for safety hazards and
contraband.

Tomas P. Wills #205
Trainee's Signature

[Signature]
FTO's Signature

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee: T. Wills #205

F.T.O. N. ELLSBERRY #231

Date: 08-24-03

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Narrative: Give a brief description of training conducted today and outcome.

On 08-24-03 FTO Nathan Ellsberry #231 was posted as A-floor officer. Trainee Wills #205 was posted as Medical watch officer. FTO Ellsberry explained and demonstrated all 12 steps of the training task document. Trainee Wills #205 did not have any questions or concerns for the remainder of the day.

T. Wills #205
Trainee's Signature

FTO Ellsberry #231
F.T.O.'s Signature

FTO MODULE PERFORMANCE CHECKLIST

Chapter _____
 Modular Title: Booking Control

Trainee T. Wills #205
 FTO N. Ellsberry #231

Performance Objective: following demonstration by the designated Field Trainer; the trainee will: Conduct safety and security operations, control access in and out of booking area, registering on the proper logs persons who enter and exit. Professionally answer the telephones and provide information. The primary function of this post is to be in control of access and departure of all persons.	Trainee Reads/Review task document	FTO Explains and Demonstrates	Trainee explains as FTO demonstrates	Trainee Explains and demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
1) Enter the booking control room and secure the door. Receive a briefing from the on-duty deputy regarding daily events.	<u>7-19-03 NE # 231</u> <u>NE # 205</u>	<u>8-26-03 NE # 231</u> <u>NE # 205</u>	<u>9-7-03 NE # 231</u> <u>NE # 205</u>	<u>9-7-03 NE # 231</u> <u>NE # 205</u>	<u>9-7-03 - 10-20-03 NE # 231</u> <u>NE # 205</u>	<u>10-20-03 NE # 231</u> <u>NE # 205</u>
2) Sign post orders and assume the duties of booking control-controlling all exiting and entering of the booking areas.						
3) Document all agencies, and all inmates coming in and out of the facility. Example: Court, hospital, funeral, etc.						
4) Monitor the security cameras and report any unusual incidents to the on-duty supervisor,						
5) Monitor the two security gates and allow access and exit to those who are authorized. Always check for identification on vehicle.						
6) Demonstrate the proper technique for opening both gates at the same time during an emergency (firetruck, ambulance, etc.)						
7) Control access and exit to the holding tanks in booking as directed by the booking staff-control on/off of telephones.						
8) Restrict access to anyone with a firearm on, excluding law enforcement using the elevator for upstairs access.						
9) Notify S-1 when any inmate(s) departs/returns through booking control by either ambulance or transport for the hospital.						
10) Answer the telephone for limited information to those calling for bonds, releases and general inquiries.						
11) Brief the oncoming staff on all information in regards to booking and booking control.						
12) Upon departure from booking control, ensure that the relieving officer is fully briefed, and that the door is secure.						
I certify that proficiency was demonstrated by the above trainee concerning this task on <u>10-20-03</u> (date) FTO <u>N. Ellsberry #231</u> Trainee <u>T. Wills #205</u>						

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee: P. Wills #205

F.T.O.: N. Ellsberry #231

Date: 01-20-04

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Narrative: Give a brief description of training conducted today and outcome.

On 10-20-03 FTO Nathan Ellsberry #231 was posted as A-floor officer. Trainee Preston Wills #205 was posted as Booking Control officer. Trainee Wills successfully completed the fifth and sixth phases of training. Trainee Wills completed the practice phase and successfully answered all questions during the proficiency test. Trainee Wills is hereby certified to work the post of Booking Control.

P. Wills #205 01-23-04
Trainee's Signature Date

N. Ellsberry #231
F.T.O.'s Signature

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee: P. Wills #205

F.T.O.: N. Ellsberry #231

Date: 01-20-03

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Narrative: Give a brief description of training conducted today and outcome.

On 09-02-03 FTO Nathan Ellsberry was posted as Roving officer. Trainee Preston Wills #205 was posted as Booking Control officer. Trainee Wills successfully completed the third phase of training. Trainee Wills successfully explained each step of the task document as FTO Ellsberry demonstrated. Trainee Wills did not have any questions or concerns throughout the day.

P. Wills #205 01-23-04
Trainee's Signature Date

N. R. Ellsberry #231
F.T.O.'s Signature

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee: P. Wills #205

F.T.O.: N. Ellsberry #231

Date: 01-20-03

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Narrative: Give a brief description of training conducted today and outcome.

On 08-26-03 FTO Nathan Ellsberry #231 was posted as Roving officer. Trainee Preston Wills #205 was posted as Booking Control officer. Trainee Wills completed the second phase of training. Trainee Wills observed while FTO Ellsberry explained and demonstrated all steps of the training task document. Trainee Wills did not have any questions or concerns throughout the day. End of Report.

P. Wills #205
Trainee's Signature

02-23-04
Date

N. R. Ellsberry #231
F.T.O.'s Signature

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee: P. Wills #205

F.T.O.: N. Ellsberry #231

Date: 01-20-04

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Narrative: Give a brief description of training conducted today and outcome.

On 09-07-03 FTO Nathan Ellsberry #231 was posted as A-control officer. Trainee Preston Wills #205 was posted as Booking Control officer. Trainee Wills successfully completed the fourth phase of training and began the fifth phase. Trainee Wills successfully explained and demonstrated all steps of the task document. Trainee Wills then began the practice phase of training. Trainee Wills did not have any questions or concerns throughout the day.

7. P. Wills #205
Trainee's Signature

01-23-04
Date

N. R. Ellsberry #231
F.T.O.'s Signature

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee T. Wills #205

FTO N. Ellsberry #231

Date 7-19-03

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Narrative: Give a brief description of training conducted today and outcome.

On 7-19-03 FTO Ellsberry was posted as Front Desk officer. Trainee Wills was posted as Booking Control officer. Trainee Wills checked in with FTO Ellsberry periodically via telephone. Trainee Wills was allowed to read the task document. Trainee Wills did not have any questions or concerns throughout the day.

T.P. Wills #205
Trainee's Signature

N. Ellsberry #231
FTO's Signature

Trainee T. Vills #205
FTO Ellsberry #231

Performance Objective: Following demonstration by the designated Field Trainer the trainee will: Provide safety and security supervising all inmate activities within the block and sections. At all times be knowledgeable of inmate counts, requests and special requirements of the individual block assigned, to include recreation time. at all times monitor the safety of all staff and visitors to the block. Prepare inmates for transfer/receive arriving inmates.	Trainee Reads/Review task document					
1) ENTER THE BLOCK AND REVIEW ALL PAPERWORK PERTAINING TO THE INMATES: PASS-ON BOOK, POPULATION, OBSERVATION SHEETS, POST ORDERS, AND VISITOR LOGS. REVIEW PAST THREE(03) DAYS.						
2) CONDUCT A PROPER HEADCOUNT IN ACCORDANCE WITH A.C.A. STANDARDS; IN A SAFE, ACCURATE, AND TIMELY MANNER.						
3) VERIFY AND CLEAR THE COUNT WITH THE CONTROL ROOM OFFICER, ASSUME FLOOR DUTIES.						
4) CONDUCT AN ACCURATE INVENTORY OF ALL RESTRAINTS PRESENTLY ASSIGNED TO THE BLOCK. DOCUMENT IF ACCOUNTED FOR OR MISSING.						
5) INITIATE SAFETY/SECURITY INSPECTIONS IN ALL SIX(06) SECTIONS OF THE BLOCK/YARD/VISITATION AREAS. CONTINUALLY CHECK DURING YOUR SHIFT, NOTING ANY DEFICIENCIES/WORK ORDERS.						
6) SERVE MEALS, ACCOUNT FOR ALL TRAYS ENTERING/EXITING BLOCK. NOTATE TIME IN, MENU, TIME OUT - NUMBER OF TRAYS IN/OUT. ALL TRAYS MUST BE ACCOUNTED FOR/HOLD TRAYS FOR INMATES OUT.						
7) PROVIDE SECURITY ESCORT FOR MEDICAL STAFF DURING MEDICATION PASS - ALSO IF INMATE IS INJURED/ILL.						
8) PROVIDE SECURITY FOR RECREATION/YARD CALL - SUPERVISE AND DOCUMENT THE SECTION AND AMOUNT OF INMATES PRESENT ON THE EXERCISE YARD LOG(ALSO IN THE PASS-ON BOOK).						
9) PROPERLY DEMONSTRATE PREPARING INMATE(S) FOR TRANSPORT OUT OF THE BLOCK(SEARCHING AND RESTRAINTS). PROPERLY NOTIFY ALL PARTIES INVOLVED(CONTROL ROOM, CENTRAL, ROVER).						
10) INVESTIGATE ANY RULE VIOLATIONS IN THE BLOCK, AND ANY/ALL BREACH OF SECURITY. DOCUMENT/NOTIFY ON DUTY SUPERVISOR.						
11) PROPERLY HANDLE/DIRECT ALL INMATE REQUESTS TO THE PROPER AUTHORITY. DEMONSTRATE HANDLING A BASIC INMATE REQUEST IN THE BLOCK. EXAMPLE: CLOTHING EXCHANGE, HYGIENE, ETC.						
12) PROPERLY BRIEF ALL ONCOMING OFFICERS OF BLOCK INFORMATION AND ANY SPECIAL CONCERNS. HAVE ALL INMATES READY FOR PROPER HEADCOUNT. ENSURE ALL MOVEMENT HAS STOPPED/TELEPHONES OFF.						
I certify that proficiency was demonstrated by the above trainee concerning this task on <u>8-1-03</u> (date) FTO <u>Ellsberry #231</u> Trainee <u>Alles 231</u>	NE 231 7-11-03 P.ubellw 205 8-11-03	NE 231 7-15-03 P.ubellw 205 8-11-03	NE 231 7-21-03 P.ubellw 205 8-11-03	NE 231 7-24-03 P.ubellw 205 8-11-03	NE 231 7-25-03 P.ubellw 205 8-11-03	NE 231 8-10-03 P.ubellw 205 8-11-03

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee: P. Wills #205

F.T.O. N. ELLSBERRY #231

Date: 8-1-03

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Narrative: Give a brief description of training conducted today and outcome.

On 8-1-03 FTO Nathan Ellsberry #231 was posted as roving officer. Trainee Thomas Wills #205 was posted as C-floor officer. FTO Ellsberry conducted a proficiency test on Trainee Wills. Trainee Wills successfully completed the proficiency exam. FTO Ellsberry did note that Trainee Wills needs to work on concentration and prioritizing tasks. Trainee Wills is hereby released of all floor officer training.

T. P. Wills #205
Trainee's Signature

N. Ellsberry #231
F.T.O.'s Signature

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee T. Wills #205

FTO N. Ellsberry #231

Date 7-24-03

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Narrative: Give a brief description of training conducted today and outcome.

FTO Ellsberry was posted as Routing Officer. Trainee
Wills was posted as C-Floor Officer. Trainee Wills
completed the fourth phase of training. Trainee Wills
successfully explained all 12 steps of the task document
as FTO Ellsberry demonstrated. Trainee Wills did not
have any other questions or concerns throughout the
day.

T. P. Wills #205
Trainee's Signature

N. Ellsberry #231
FTO's Signature

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee T. Wills #205

FTO N. Ellsberry #231

Date 7-21-03

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Narrative: Give a brief description of training conducted today and outcome.

On 7-21-03 FTO Ellsberry #231 was posted as Roving Officer
Trainee Wills was posted as C-Floor Officer. Trainee
Wills completed the third phase of training. Trainee
Wills explained the steps as FTO Ellsberry demonstrated.
Trainee Wills did not have any questions or concerns
throughout the day.

T. Wills #205
Trainee's Signature

N. Ellsberry #231
FTO's Signature

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee T. Wills # 105

FTO Ellsberry # 231

Date 7-15-03

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Narrative: Give a brief description of training conducted today and outcome.

On 7-15-03 FTO Ellsberry was posted as roving officer.
Trainee Wills was posted as B-Floor Officer. FTO Ellsberry
took 15 minutes to explain and demonstrate all steps
of the task document. Trainee Wills did not have any
questions or concerns throughout the day.

T.P. Wills 2005
Trainee's Signature

N. S. Ellsberry 231
FTO's Signature

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee T. Wills #205

FTO Ellsberry #231

Date 7-11-03

Page 01 of 01

Narrative: Give a brief description of training conducted today and outcome.

On 7-11-03 FTO Ellsberry was posted as roving officer. Trainee Wills was posted as C-Floor officer. FTO Ellsberry took 30 minute to complete phase 1 of training. Trainee Wills was allowed to read the task document and instructed on reading the pass-on book, signing post orders, conducting walk-throughs, reporting work orders, medication pass, serving lunch, conducting yard call and shift change. Trainee Wills did not have any questions or concerns throughout the day.

T. Wills #205
Trainee's Signature

R. Ellsberry #231
FTO's Signature

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee Wills, Tomas #205

FTO Mingo, Ronald #330

Date 12/11/03

Page 01 of 01

Narrative: Give a brief description of training conducted today and outcome.

Deputy Wills was trained on Floor Officers duties.
Trained Trainee was instructed on checking for safety
in inmates housing area and Contrabands. Assist with Medical
for medication pass to inmates, inmates meals and inmates movement.

Thomas D. Wills #205
Trainee's Signature

Mingo #330
FTO's Signature

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee Wills, Tomas

FTO Mingo, Donald Sr

Date 12/01/02

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Narrative: Give a brief description of training conducted today and outcome.

Deputy Wills was trained on the release of
inmates from the block. Trainee was advised that
every inmate released needs an deputy escort to
booking.

Thomas D. Wills #205
Trainee's Signature

[Signature] #330
FTO's Signature

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee: P. Wills #205

F.T.O.: N. Ellsberry #231

Date: 01-20-04

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Narrative: Give a brief description of training conducted today and outcome.

On 09-01-03 FTO Nathan Ellsberry was posted as B-floor officer. Trainee Preston Wills was posted as Medical Watch officer. Trainee Wills completed the third phase of training. Trainee Wills successfully explained all steps of the task document as FTO Ellsberry demonstrated. Trainee Wills did not have any questions or concerns throughout the day.

7. P. Wills #205 02-23-04
Trainee's Signature Date

N. R. Ellsberry #231
F.T.O.'s Signature

FTO MODULE PERFORMANCE CHECKLIST

Chapter _____
 Modular Title: CONTROL ROOM

Trainee Wills, Preston #205
 FTO Ellsberry #231

Performance Objective: Following demonstration by the designated Field Trainer, the trainee will safely and securely monitor inmates and the block/sections. Answer requests by telephone, intercoms, and radio. Control and verify counts, control and document access in and out of the block/sections, and conduct and monitor visits/church services. Properly notate all activities relating to medical.	Trainee Reads/Review task document	FTO Explains and Demonstrates	Trainee explains as FTO demonstrates	Trainee Explains and demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
1) ENTER CONTROL ROOM AND NOTIFY CENTRAL-RECEIVE BRIEFING FROM ON DUTY OFFICER.						
2) REVIEW ALL PAPERWORK, GREEN BOOK, POST ORDERS, AND CONFIRM COUNTS ON POPULATION SHEETS.						
3)EXIT CONTROL ROOM AND NOTIFY CENTRAL-MEET WITH OFFICERS TO CONDUCT SAFE/ACCURATE COUNTS.						
4) CONDUCT COUNTS SAFELY, ACCURATELY, QUICKLY, IN ACCORDANCE WITH A.C.A. STANDARDS.						
5)UPON COMPLETION OF COUNTS, SIGN TO VERIFY ON POPULATION SHEETS AND RE-ENTER CONTROL ROOM.						
6)NOTIFY CENTRAL OF ENTRY TO CONTROL ROOM AND THAT COUNTS ARE VERIFIED/CLEARED-ASSUME DUTY.						
7) MONITOR ALL SECTIONS AND MAKE AN ENTRY ON YOUR LOG STATING WHAT WAS OBSERVED(EVERY 30 MINUTES). THIS CAN BE TIME APPROXIMATE.						
8) ANSWER RADIO AND TELEPHONE-ALSO ANSWER INTERCOM AND INMATE REQUESTS AS NEEDED.						
9) MAINTAIN ALL MOVEMENT IN YOUR BLOCK-IN/OUT OF YOUR BLOCK USING PROPER FORMS/DO CELL CHANGES. MONITOR ALL STAFF TO ENSURE THEIR SAFETY IN BLOCK.						
10) DOCUMENT ALL RECREATION RELATED ACTIVITIES-ALL MEALS IN/SERVED/OUT-WHAT WAS SERVED-# TRAYS.						
11) ACCURATELY MAINTAIN POPULATION SHEETS-IF ON MIDNIGHT SHIFT CONDUCT ACCURATE RE-WRITE. THIS SHOULD BE ACCOMPLISHED WITHIN TWO(02) HOURS.						
12) PROPERLY BRIEF ONCOMING OFFICER AND ENSURE ALL PAPERWORK/BOOKS/FORMS WERE UTILIZED PROPERLY. DO NO LEAVE UNTIL PROPERLY RELIEVED.						
I certify that proficiency was demonstrated by the above trainee concerning this task on <u>8-4-03</u> (date)						
FTO <u>Ellsberry #231</u>						
Trainee <u>Wills #231</u>						
	NE #231 7-1-03 <u>Re 205</u>	NE #231 7-4-03 <u>Re 205</u>	NE #231 7-5-03 <u>Re 205</u>	NE #231 7-27-03 <u>Re 205</u>	NE #231 7-28-03 <u>Re 205</u>	NE #231 8-4-03 <u>Re 205</u>

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee T. Wills #205

FTO N. Ellsberry #231

Date 7-27-03

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Narrative: Give a brief description of training conducted today and outcome.

On 7-27-03 FTO Ellsberry was posted as Roving Officer. Trainee
Wills was posted as C-control Officer. Trainee Wills completed
the Fourth phase of training. Trainee Wills explained and
demonstrated all of the steps on the task document while
FTO Ellsberry observed. Trainee Wills did not have any
more questions or concerns throughout the day.

T.P. Wills #205
Trainee's Signature

N. Ellsberry #231
FTO's Signature

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee Wills #205

FTO Ellsberry #231

Date 7-5-03

Page 01 of 01

Narrative: Give a brief description of training conducted today and outcome.

On 7-5-03 FTO Ellsberry was posted as Roving Officer. Trainee Wills was posted as C-Control Officer. FTO Ellsberry spent 10 minutes with Trainee Wills. Trainee Wills successfully named and gave the function of: the inmate inquiry system, telephone, Electrical panels, Door control panels and SCBA Packs. Trainee Wills did not express any questions or concerns throughout the day. Trainee Wills does have previous experience from evening shift.

Thomas R. Wills #205
Trainee's Signature

FTO Ellsberry #231
FTO's Signature

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee Wills #205

FTO Ellsberry #231

Date 7-4-03

Page 01 of 01

Narrative: Give a brief description of training conducted today and outcome.

On 7-4-03 FTO Ellsberry #231 was posted at the Front Desk officer. Trainee Wills #205 was posted as C-Control officer. FTO Ellsberry made contact with trainee wills via telephone. Trainee wills did not have any questions concerning control room operations. At the ^{end} of shift Trainee Wills had no questions or concerns. Trainee Wills does have previous experience

Thomas P. Wills #205
Trainee's Signature

FTO Ellsberry #231
FTO's Signature

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee Wills #205

FTO Ellsberry #231

Date 7-1-03

Page 01 of 01

Narrative: Give a brief description of training conducted today and outcome.

On 7-1-03 FTO Ellsberry #231 was posted as Roving officer. Trainee Wills was posted as B-Control officer. Trainee Wills was allowed to read over the performance check list. Due to Trainee Wills having experience from another shift FTO Ellsberry did not stay and observe. FTO Ellsberry called Trainee Wills throughout the day to check up on him. Trainee Wills #205 reported having no trouble throughout the day.

Thomas R. Wills #205
Trainee's Signature

FTO Ellsberry #231
FTO's Signature

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee Wills, Tomas

FTO Mr. Donald Jr

Date 11/28/02

Page 01 of 01

Narrative: Give a brief description of training conducted today and outcome.

Deputy Wills have showed Professionalism Towards
inmates when talking and listening. Trainee was to also
trained on keep a visual on officers when inside of a
block section. Trainee Conducted visitation for inmates
with in a block.

Thomas P. Wills #205
Trainee's Signature

Donald Jr #330
FTO's Signature

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee Wills, Tomas

FTO Mingo, Donald Sr

Date 11/27/02

Page 01 of 01

Narrative: Give a brief description of training conducted today and outcome.

Deputy Wills maintained all Control room duties.
Control log, Pass on book, Population sheet and 30 minute visual
Checks of A, B, C, D, E, F sections. Properly briefing on coming
shift on block events.

Thomas P. Wills
Trainee's Signature

[Signature] #330
FTO's Signature

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee Wills, Tomas Preston

FTO Mingo, Donald Jr

Date 11/26/02

Page 01 of 01

Narrative: Give a brief description of training conducted today and outcome.

Trainee Wills maintain Control log, Pass on book and Inmate
Population sheet with supervision. Trainee also received some
training on Control room Computer. F.T.O. Comments: Trainee
seems to be a fast learner and adapting well to Control room.

Preston Wills #205
Trainee's Signature

[Signature] #330
FTO's Signature

FTO MODULE PERFORMANCE CHECKLIST

Chapter _____
 Modular Title: CENTRAL CONTROL

Trainee Wills #205
 FTO Elkberry #231

Performance Objective: Following demonstration by the designated Field Trainer, the trainee will: Properly control and document access to secure areas, monitor staff/inmate movement in hallways, assist with sorting/documentation of U.S. mail when needed, and in a professional manner communicate telephonically and by radio.	Trainee Reads/Review task document	FTO Explains and Demonstrates	Trainee explains as FTO demonstrates	Trainee Explains and demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
1) Enter central control and receive a briefing by the on duty central control operator. Read any/all information in regards to the pass-on book, memos, observation sheets.						
2) Ensure that all keys are logged in/out and accounted for prior to relieving the on duty officer. All keys are to be stored in a secure manner, in their proper location/area.						
3) Ensure that all inmates are logged in/out accurately on the movement sheet, in coordination with the booking control officer. Transcribe inmate names onto new form if necessary – double check the accuracy with the sending control room or area.						
4) Relieve the on duty central control officer and assume post for duty. Do not allow anyone to enter your area unless a sergeant or above, or if cleared by S-1 or higher.						
5) Answer all incoming telephone calls with "Harrison County Sheriff's Department Corrections Division, Deputy _____ speaking, may I help you"? Direct all calls properly in accordance with the facility rules and regulations. Always be helpful.						
6) Monitor all movements within your view, concerning court, staff, inmates, and visitors. Be security/safety minded in regards to all activities that you observe. Report all security/safety infractions to the on duty supervisor, via southern line or telephone.						
7) Monitor and track the locations of contractors working in coordination with the maintenance staff – keep S-1 informed of their work details/use of equipment.						
8) Coordinate any/all emergencies by use of radio, southern line, and telephone. Also use the public address system for notification(s) or to direct staff.						
9) Be familiar with all emergency contact numbers for police, fire, rescue, dispatch, and employees. Do not give out any telephone numbers unless cleared by S-1 or higher.						
10) Access secure doors from the central control panel in a safe and secure manner. At all times monitor secure areas to see that they remain secure and clear of inmates.						
11) Show proficiency in handling multiple tasks in a safe, secure, efficient manner. At times you may have to handle many tasks at one time, especially during emergencies.						
12) Demonstrate the proper way to log and sort the U.S. Mail – always be on the alert for any suspicious package(s). If any concern immediately notify S-1 for assistance.						
I certify that proficiency was demonstrated by the above trainee concerning this task on <u>10-21-03</u> (date) FTO <u>Wills #231</u> Trainee <u>Wills #205</u>	<u>7-6-03 NE #231</u>	<u>7-7-03 NE #231</u>	<u>9-27-03 NE #231</u>	<u>10-11-03 NE #231</u>	<u>10-11-03 NE #231</u>	<u>10-21-03 NE #231</u>

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee: P. Wills #205

F.T.O.: N. Ellsberry #231

Date: 01-20-04

Page 01 of 01

Narrative: Give a brief description of training conducted today and outcome.

On 10-21-03 FTO Nathan Ellsberry #231 was posted as Roving Officer. Trainee Preston Wills #205 was posted as Central Control Officer. Trainee Wills successfully completed the Fifth and sixth phases of training. Trainee Wills successfully completed the proficiency test given by FTO Ellsberry. Trainee Wills is hereby certified to work the post of Central Control. End of Report

T.P. Wills #205 01-23-04
Trainee's Signature Date

N. Ellsberry #231
F.T.O.'s Signature

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee: P. Wills #205

F.T.O.: N. Ellsberry #231

Date: 01-20-04

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Narrative: Give a brief description of training conducted today and outcome.

On 10-11-03 FTO Nathan Ellsberry #231 was posted as front desk officer. Trainee Preston Wills #205 was posted as Central Control officer. Trainee Wills completed the fourth phase of training and began the fifth phase. Trainee Wills successfully explained and demonstrated all steps of the training task document. Trainee Wills then began the practice phase of training. Trainee Wills did not have any questions or concerns throughout the day. End of Report.

P. Wills #205 02-23-04
Trainee's Signature Date

N. Ellsberry #231
F.T.O.'s Signature

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee: P. Wills #205

F.T.O. N. Ellsberry #231

Date: 01-20-04

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Narrative: Give a brief description of training conducted today and outcome.

On 09-27-03 FTO Nathan Ellsberry #231 was posted as Roving officer. Trainee Preston Wills #205 was posted as Central Control officer. Deputy Wills completed the third phase of training. Deputy Wills successfully explained all tasks from the task document as FTO Ellsberry demonstrated. Trainee Wills did not have any other questions or concerns throughout the day.
End of Report

P. Wills #205 012304
Trainee's Signature Date

N. Ellsberry #231
F.T.O.'s Signature

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee Wills #205

FTO Ellsberry #231

Date 7-7-03

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Narrative: Give a brief description of training conducted today and outcome.

On 7-7-03 FTO Ellsberry was posted as Rowing Officer.
Trainee Wills was posted as Central Control Officer.
FTO Ellsberry spent 5 minutes explaining and demonstrating
the daily operations of Central Control. FTO Ellsberry checked
upon Trainee Wills once during the day. Trainee Wills
did not express any questions or concerns throughout
the day.

T.P. Wills #205
Trainee's Signature

FTO Ellsberry #231
FTO's Signature

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee Wills # 205

FTO Ellsberry #231

Date 7-6-03

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Narrative: Give a brief description of training conducted today and outcome.

On 7-6-03 FTO Ellsberry was posted as A-Floor Officer. Trainee Wills was posted as Central Control Officer. Trainee Wills was allowed to read the task document. FTO Ellsberry checked on Trainee Wills throughout the day both in person and via telephone. Trainee Wills did not express any questions or concerns throughout the day. Trainee Wills does have previous experience in Central Control.

Thomas P. Wills #205
Trainee's Signature

FTO Ellsberry #231
FTO's Signature